

# Transfer and Disposal of Employee Records

WAC 296-802-600

## Summary

### YOUR RESPONSIBILITY:

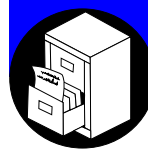
**To transfer or dispose of employee medical and exposure records  
when you go out of business**

### You must

Transfer or dispose of employee medical and exposure records when you  
go out of business

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Transfer and  
Disposal of  
Employee Records



# Transfer and Disposal of Employee Records

WAC 296-802-600

## Rule

WAC 296-802-60005

**Transfer or dispose of employee medical and exposure records when you go out of business**

### You must

- Follow the requirements of Table 1 when transferring or disposing of records.

**Table 1**  
**Transfer or Disposal of Records**

If	Then
Another employer continues the business when you go out of business	Transfer all employee records to that employer.
No other employer continues the business when you go out of business	Do the following: <ul style="list-style-type: none"><li>- Notify affected current employees of their rights of access to records at least 3 months prior to the termination of your business.</li></ul> <b>and either:</b> <ul style="list-style-type: none"><li>- Notify WISHA in writing of your impending decision to dispose of records at least 3 months prior to your planned disposal.</li></ul> <b>or</b> <ul style="list-style-type: none"><li>- Transfer the records to WISHA, if required by a specific WISHA safety and health rule</li></ul>
You intend to dispose of records after the retention period has expired  <b>Note:</b> If you dispose of records on a regular basis, you may notify WISHA once annually, at least 3 months before your first disposal, with the schedule of your planned disposals for the year.	Do the following: <ul style="list-style-type: none"><li>- Notify WISHA in writing of your impending decision to dispose of records at least 3 months prior to your planned disposal.</li></ul> <b>or</b> <ul style="list-style-type: none"><li>- Transfer the records to WISHA, if required by a specific WISHA safety and health rule</li></ul>



#### Note:

The address to notify WISHA in writing is:  
Department of Labor and Industries/WISHA Services  
Attention: Medical Records  
P.O. Box 44610  
Olympia, WA 98504-4610